



# Exhibitor Services Manual

November 9, 2011

## IFT Chicago Section Suppliers' Night

DONALD E. STEPHENS CONVENTION CENTER • ROSEMONT, ILLINOIS



Donald E.  
**Stephens**  
Convention Center  
*Rosemont, Illinois*

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## *Index of Services*

For your convenience, the services and show information available through RES and the Donald E. Stephens Convention Center have been categorized and color coded. Please use this sheet as a reference guide when looking for a particular form.

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TO: IFT CHICAGO SECTION SUPPLIERS' NIGHT EXHIBITORS  
FROM: ROSEMONT EXPOSITION SERVICES  
RE: SHOW MOVE-IN AND SET-UP INFORMATION

Dear Exhibitors,

On behalf of Rosemont Exposition Services, I would like to welcome you as an exhibitor at THE IFT CHICAGO SECTION SUPPLIERS' NIGHT and let you know that as the General Contractor on the show, we will do our utmost to assist you towards a successful event. To help coordinate your show activities, below we have listed relevant information you may need to insure a smooth and professional set-up.

**ALL DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER**

**THERE WILL BE NO CHARGE FOR DIRECT SHIPMENTS RECEIVED AT THE DONALD E. STEPHENS CONVENTION CENTER ON THE IFT CHICAGO SECTION SUPPLIER'S NIGHT.**

Direct shipments to the DONALD E. STEPHENS CONVENTION CENTER will be received and delivered to the exhibitor's booth.

The move-in of exhibits and materials at the DONALD E. STEPHENS CONVENTION CENTER will take place from 8:00 AM to 12:00 noon on Wednesday November 9, 2011.

The shipping address is as follows for direct shipments to the DONALD E. STEPHENS CONVENTION CENTER ONLY ON NOVEMBER 9<sup>TH</sup>.

IFT CHICAGO SECTION SUPPLIERS' NIGHT EXHIBITORS  
Company Name  
Booth Number  
c/o Rosemont Exposition Services  
9300 William Street  
Rosemont, IL 60018

**PLEASE BE SURE TO INSTRUCT YOUR FREIGHT CARRIER TO DELIVER SHOW MATERIALS CONSIGNED DIRECTLY TO THE DONALD E. STEPHENS CONVENTION CENTER NO EARLIER THAN WEDNESDAY, NOVEMBER 9<sup>TH</sup>. THE MATERIALS CANNOT BE HELD AT THE DONALD E. STEPHENS CONVENTION CENTER PRIOR TO THAT DATE, AND SHOULD BE SENT TO THE WAREHOUSE ADDRESS.**

## **BOOTH FURNISHINGS**

Each booth space will be automatically provided with the following equipment. It will not be necessary to order the following items.

- a.) Standard pipe and drape
- b.) Exhibitor I.D. sign
- c.) 2 – skirted tables (skirted in show colors)
- d.) 2 – side chairs
- e.) 1 – wastebasket

If your company will require additional furnishings in excess of that provided above, please fax the appropriate attached form back to R.E.S. indicating which items you may require at (847) 696-9797.

## **MOVE-OUT**

The IFT CHICAGO SECTION SUPPLIERS' NIGHT is scheduled to close on WEDNESDAY, NOVEMBER 9, 2011 T 6:00 PM. All show materials should be removed from the hall at that time, and shipping arrangements are the responsibility of the individual exhibitor. **(AFTER THE CLOSE OF THE SHOW ANY FREIGHT LEFT IN THE EXHIBIT HALL AFTER 8:00 P.M. ON NOVEMBER 9, 2011 WILL BE RE-ROUTED AND BILLED TO THE INDIVIDUAL EXHIBITOR).** To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

## **PAYMENT POLICY**

It is the policy of Rosemont Exposition Services to collect all set-up and warehouse charges during the run of the show. Your on-site representative should be prepared to settle all invoices. A credit card number must be furnished in order to establish all accounts. To avoid any misunderstanding regarding show charges, please bring any discrepancies to the attention of R.E.S. Service Center. **ADJUSTMENTS CANNOT BE MADE AFTER THE CLOSE OF THE SHOW.** Acceptable forms of payment are cash, company or certified check, Visa, MasterCard, American Express, Discover or money orders.



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# Order Summary and Payment

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

**IFT Chicago Section Suppliers' Night**  
**November 9, 2011**

**Deadline Date To Receive Discounted Rates:**  
**October 26, 2011**

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Cleaning	\$
Internet & Telecommunications	\$
Computer Rental	\$
<b>ESTIMATED COSTS</b>	
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$

<b>Net Amount Due</b>	\$
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We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice.

Please indicate below method of payment to be used for services provided by ROSEMONT EXPOSITION SERVICES.

- \_\_\_\_\_ CASH  
 \_\_\_\_\_ CREDIT CARD  
 \_\_\_\_\_ CHECK (No. \_\_\_\_\_ )

**Check should be made payable to Rosemont Exposition Services, Inc.**

Rosemont Exposition Services requires pre-payment of all advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Discover Card.

For information on wire transfers please contact Customer Service at 847-696-2208.

If you wish to authorize Rosemont Exposition Services to charge the amount of your advance orders and any additional amounts incurred as a result of show site orders placed by you or your representative, as well as outbound billing to your credit card account, please complete the information requested below.

**Payment Information for Credit Cards**

- Master Card       VISA       American Express       Discover Card

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Card Holder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Company Name: \_\_\_\_\_ Show Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

By signing, I agree to all Terms and Conditions as outlined on the reverse side of this form.

**Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center..**

## **TERMS AND CONDITIONS**

### **Order Summary and Payment Sheet**

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on showsite must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your showsite representative is aware of this policy, and has a means of payment. The credit card authorization section of this form can also be used for showsite payments.

### **Standard Furniture - Carpet Rental - Custom Furniture - Utilities**

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services, Inc. For credit card payment please fill out the Order Summary and Payment Sheet included in your exhibitor kit. Orders and payment must be received by the deadline date indicated to be charged at the discount rate.

Note that discount rates are available only if orders are received by RES on or before the deadline date identified on each of the service order forms included in this kit. Also please be aware of all terms and conditions as outlined on the Standard Furniture, Carpet, Custom Furniture and Utilities Forms. Adjustments cannot be made after the event.

### **Cancellation Terms**

There will be a 100% charge on skirted tables and drape cancelled once show set-up has begun. Cancellation charges for all other items is 50% of the standard rate. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

### **Labor**

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk, pick up and sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. Number of workers required will be determined by labor foreman.

### **Material Handling**

We understand that your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department.

### **Waste Removal**

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.



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# Custom Cleaning

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

## IFT Chicago Section Suppliers' Night November 9, 2011

The Convention Management provides general cleaning of the aisle carpet only.  
If you require booth cleaning, you must contract for it by using this form.

	Booth Size	Discount Per. Sq. Ft.	Total Per Day	Number of Days	Total
Booth Cleaning	_____ x _____	\$0.25	\$_____	X _____	\$ _____
Shampooing of Carpeting	_____ x _____	\$0.40	\$_____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____ x _____	\$0.40	\$_____	X _____	\$ _____
Porter Service		\$25.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$30.00/hr			

### Special Instructions

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Order Total \$

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.  
 RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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# Internet & Telecommunications

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

## IFT Chicago Section Suppliers' Night

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**Deadline Date To Receive Discounted Rates:**

**October 26, 2011**

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
<b>STANDARD INTERNET SERVICES</b>					
Ethernet 128K line (One Computer Only)	E128K	\$400.00	\$525.00		
Basic Ethernet Service 256 K (One Computer Only)	E256K	\$600.00	\$725.00		
Basic Ethernet Service up to 6 Computers (hub required)	BE6	\$1,200.00	\$1,600.00		
* For service on 7 or more computers call for quote					
Dedicated Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00		
Additional Dedicated IP Address	DIP	\$200.00	\$250.00		
T-1 Speed (requires customer router - 60 day lead time)*	PT1	\$6,000.00	\$8,100.00		
<b>HUBS AND PERIPHERAL ITEMS</b>					
8 Port Switch	8HB	\$85.00	\$120.00		
16 Port Switch	16HB	\$110.00	\$150.00		
24 Port Switch	24HB	\$145.00	\$175.00		
Router 8 Port		\$100.00	\$125.00		
Cat5 Cabling \$12.00 per 10 ft.	CT5	\$12.00	\$20.00		
Wireless Access Point Rental for Basic Ethernet Service *(Restricted for use only with Type BE6)	WA6	\$300.00	\$375.00		
Wireless Access Point Rental for Dedicated Ethernet Service *(Restricted for use only with Type DE)	WADE	\$300.00	\$375.00		
Wireless Access Point Rental for T-1 Speed Access *(Restricted for use only with Type PT1)	WAT1	\$300.00	\$375.00		
**Note that the Wireless Access Point is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.					
<b>TELEPHONE SERVICES</b>					
Single Line Telephone					
Includes single line phone with up to \$100 in local & long distance charges		\$250.00	\$300.00		
<b>EXTRA SERVICES</b>					
Extension within booth*					
Additional location with same number		\$50.00 ea.	\$70.00 ea.		
Hunting Lines*		\$20.00 ea.	\$35.00 ea.		
Two Line Phones/Speaker Phone*		\$50.00 ea.	\$70.00 ea.		

\* Must be ordered with single line telephone  
VLAN CONNECTION- PRIVATE NETWORK: CALL FOR INFORMATION

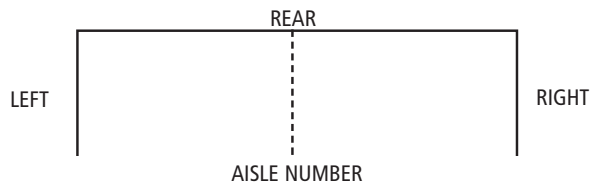
Order Total \$

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.  
There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

Technical assistance is available and will be billable on a time basis at a rate of \$75.00 per hour with a minimum of 1/2 hour.

INSTALLATION DATE: \_\_\_\_\_

LOCATION: Please identify and show location desired for each service.



Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.  
RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Size: \_\_\_\_\_

Use the squares to indicate the dimensions of your booth size. Mark where you need your electrical service.

Adjacent Booth / Aisle # \_\_\_\_\_


Adjacent Booth / Aisle # \_\_\_\_\_

**Terms and Conditions**

1. Order forms and payment must be received prior to the scheduled event opening to insure prompt order processing. Company Checks must be made payable to Rosemont Exposition Services. Personal checks will not be accepted. Booth numbers or locations must be identified on the face of the Internet & Telecommunications Order Form. Incomplete information will delay processing.
2. Rates listed for all connections include bringing the service to the booth in the most convenient manner, and do not include computer equipment unless ordered or intranet working cabling. Pricing for services is per location, defined as an individual booth, meeting room, ballroom or lobby area.
3. There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.
4. There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.
5. Additional service and labor charges may be assessed for installation. Rates include all applicable taxes.
6. All material and equipment furnished by Internet Access Services, Inc. provider shall remain the property of IAS provider and shall be removed only by IAS personnel at the close of the show and/or event. Failure to return furnished equipment shall result in a charge equivalent to the replacement cost of the furnished equipment.
7. Booths requiring more than 30 ports require private T-1 service.

**Internet Access Services, Inc. Responsibilities**

1. IAS will provide standard 10/100 Ethernet connections with station adapter connectors to each computer as determined by IAS, Inc. technical staff.
2. The client will be issued a valid TCP/IP address for each basic connection.
3. The client will be issued appropriate TCP/IP settings for dedicated service.
4. Due to the nature of the Internet, IAS, Inc. cannot guarantee any level of security, performance or accessibility beyond our gateway.
5. The choice of the Internet Service Provider (ISP) is at the sole discretion of IAS, Inc. If the client requires that a specific vendor provide these services, arrangements must be made twelve (12) weeks before move-in.
6. Client requests for special services will be accommodated, but may incur charges beyond the standard Internet connections.

**Client Responsibilities**

1. At no time, will the client connect a DHCP server to the Convention Center Network.
2. The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
3. If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
4. If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. IAS will provide client with basic configurations.
5. The client is responsible for all services outside of basic Internet connectivity. This includes e-mail services, ftp services, web servers, etc.

**Limitation of Liability**

In no event shall IAS, Inc. be liable to the client or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, are alleged as a result of, tortuous conduct, failure of the equipment of services of IAS, Inc. or breach of any of the provisions of the agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if IAS, Inc. has been advised of the possibility of such damages, or for any damages caused by the clients failure to perform his/her responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss. IAS is not responsible for any Internet security breaches before or beyond our gateway.

For customer services such as private LAN connectivity and special configurations or equipment not listed above please call for quote. Assigned IP Address (address will be confirmed once order is placed.) Technical assistance will be offered at a rate of \$65.00 per hour, straight time. Overtime is \$130.00 per hour.



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# Computer Rental

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

## IFT Chicago Section Suppliers' Night November 9, 2011

**Deadline Date To Receive Discounted Rates:  
October 26, 2011**

	DISCOUNT	STANDARD	QUANTITY	TOTAL
<b>COMPUTERS</b>				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT & 17" LCD Flat Panel Monitor	\$525.00	\$725.00		
PIV 3.0 GHZ 512/80GB/CDRW/DVD/10/100 NIC MT/SFF & 19" LCD Flat Panel Monitor	\$585.00	\$800.00		
PIV 3.2 GHZ 16B/806B/CDRW/DVD/100/1000NIC/MT/SFI/23" LCD	\$650.00	\$900.00		
<b>LAPTOPS</b>				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT 15" Laptop	\$480.00	\$675.00		
PIV 3.2 GHZ 512/80GB/DVDRW/10/100 NIC MT 17" Widescreen Laptop	\$750.00	\$1,025.00		
<b>FLAT SCREEN/PLASMA DISPLAY</b>				
17" NEC/DELL 1280X1024 LCD Flat Panel Display 4:3 Aspect	\$250.00	\$360.00		
17" 1280X1024 Black Touch Screen LCD 4:3 Aspect Ratio	\$575.00	\$820.00		
19" HP L1902 1280X1024 LCD Flat Panel Display (Silver & Black)	\$300.00	\$430.00		
20" NEC LCD Flat Panel Display 4:3 Aspect (Black)	\$390.00	\$550.00		
20" NEC LCD 2080UXI 1600X1200 Black Touchscreen LCD 4:3 Aspect Ratio	\$750.00	\$1025.00		
20" NEC LCD 2010X Touchscreen Flat Panel Display (Black)	\$650.00	\$900.00		
21" PLANAR PX212M Black LCD Flat Panel Display (Video & Data)	\$700.00	\$970.00		
23" Veiwsonic VP239MB 1600X1200 Flat Panel Display ( Black)	\$700.00	\$970.00		
24" HP 2465 1920X1200 Silver/Black LCD Widescreen Flat Panel Display	\$700.00	\$970.00		
<b>Software Installation:</b> (Office 98- Office 2000,Apple software)	\$65.00	\$95.00		
<b>APPLE DESKTOPS &amp; LAPTOPS</b>				
Apple PowerMac G5/1.8 GHZ/80GIG/ DVDRW/10/100 Minitower	\$675.00	\$935.00		
Apple MacBook Pro Intel Core DUO 2.16 GHZ 2GB/1006B/DVDRWW/15.4"	\$525.00	\$740.00		
Apple IMAC G5 1.8GHZ 1GB/160GB/DVDRW/W20" Integrated LCD	\$675.00	\$935.00		
<b>PRINTER/COPIER</b>				
HP 4200 LaserJet Printer w/Postscript 35PPM	\$300.00	\$430.00		
HP 4250 Laser Printer w/Postscript 45PPM	\$350.00	\$495.00		
HP 7310N All-In-One Fax/Printer/Copier/Scanner	\$590.00	\$820.00		

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event. There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

<b>Order Total</b>	<b>\$</b>
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Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.  
 RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • IAS Telephone: 847-993-4800 • RES Fax: 847-696-9797



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# Labor Order Form

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

## IFT Chicago Section Suppliers' Night November 9, 2011

**Deadline Date To Receive Discounted Rates:  
October 26, 2011**

	# of Workers Needed:	Set-Up Date	Hours	Set-Up Time	Dismantle Date	Hours	Dismantle Time
Carpenters	_____	_____	_____	_____	_____	_____	_____
Decorators	_____	_____	_____	_____	_____	_____	_____
Crew of 3 Riggers	_____	_____	_____	_____	_____	_____	_____
Electricians	_____	_____	_____	_____	_____	_____	_____
Plumbers	_____	_____	_____	_____	_____	_____	_____

### Advance Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$90.00	\$135.00	\$180.00
Decorator	\$85.00	\$127.50	\$170.00
Teamster	\$60.00	\$90.00	\$120.00
Rigger	\$95.00	\$142.50	\$190.00

### Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$97.50	\$142.50	\$187.00
Decorator	\$92.50	\$135.00	\$177.50
Teamster	\$67.50	\$108.75	\$142.50
Rigger	\$102.50	\$150.00	\$197.50

### Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00	- Lift for hanging banners from ceiling
Scissor Lift w/o operator	\$125.00	- Used for heavy signage lifting and installation
Condor w/o operator	\$110.00	

Straight time is 8:00 am to 4:30 pm weekdays. \*Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers. Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

### TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. Number of workers required will be determined by labor foreman.

### COMPANY I & D SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle. If interested in this service indicate below. Please submit a diagram/drawing with instructions to assemble your booth.

We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit at an additional charge of 30% above the standard hourly carpenter labor rates.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.**

RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



Visit [resexpo.com](http://resexpo.com)  
for online services

# Labor Union Guidelines

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area.

There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

## WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

Recent work- rules modifications now enable exhibitors to perform several set-up tasks which in the past were under jurisdiction. Each of these are itemized below, and must be completed by a full-time employee of the exhibiting company.

1. Exhibitors may set up and dismantle their own booth displays.
2. Exhibitors may use hand tools and power tools to perform work within their booths.
3. Exhibitors may affix clamp-on lights to the top of their booth displays.
4. Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
5. Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
6. Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
7. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dollie, only from a designated parking area.
8. Exhibitors may inflate balloons.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
10. Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

## CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

## DECORATORS UNION

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

## ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitors booth.

## MACHINERY MOVERS & RIGGERS UNION

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines, and respot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

## PLUMBERS UNION

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

## TEAMSTERS UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

## THEATRICAL STAGEHANDS UNION

Stagehands assemble portable lighting and sound systems as well as picture screens 10' x 14' in size and larger. They also set stages, operate lighting and sound consoles, and hang lighting trusts and speaker systems.



Visit [resexpo.com](http://resexpo.com)  
for online services

# Labor Union Guidelines

## IFT Chicago Section Suppliers' Night

November 9, 2011

**Deadline Date To Receive Discounted Rates:**

**October 26, 2011**

1. To guarantee shipments are delivered to your booth by 8:00 am on November 9, 2011 please send your shipments in advance to the RES warehouse.

2. **Advance Shipments Received at the Warehouse**

Advance shipments received at our warehouse on/or prior to **November 4, 2011** will be weighed, inspected and charged at a rate of **\$25.00** per cwt., (100lb. minimum) to the individual exhibitor. This charge includes up to 30 days storage prior to the opening of the show, delivery to the exhibitor's booth and removal to loading dock at the close of the show, as well as reloading onto outbound carriers. The rate also includes the pick-up, storage and return of the empty crates and cartons.

3. **When to Ship**

Shipments to the warehouse must arrive no later than **November 4, 2011**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **November 9, 2011** only. No earlier.

4. **Where to Ship**

**DIRECT SHIPMENTS**

Address all shipments to

Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

**IFT Chicago Section Suppliers' Night**

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

**ADVANCE SHIPMENTS**

Address all shipments

to Warehouse:

Exhibitors name:

Booth number:

**IFT Chicago Section Suppliers' Night**

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

5. **International & Canadian Shipments:** Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call R.E. Rogers at 847-806-9200 for international shipping assistance.

6. To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

7. At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

8. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

9. No material may be loaded or removed from the Exhibit Hall until **6:00 pm on November 9, 2011**. Any freight left in the Exhibit Hall **after 8:00 pm on November 9, 2011** will be re-routed in accordance with the conditions in item # 4 of these Shipping Instructions.

# **ADVANCE WAREHOUSE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:**

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NAME OF EXHIBITOR

**Booth #:**

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**IFT CHICAGO SECTION SUPPLIERS' NIGHT  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN NOVEMBER 4, 2011**

**EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED**

**DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:**

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NAME OF EXHIBITOR

**Booth #:**

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**IFT CHICAGO SECTION SUPPLIERS' NIGHT  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018**

**DELIVER ON NOVEMBER 9, 2011 ONLY**

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED